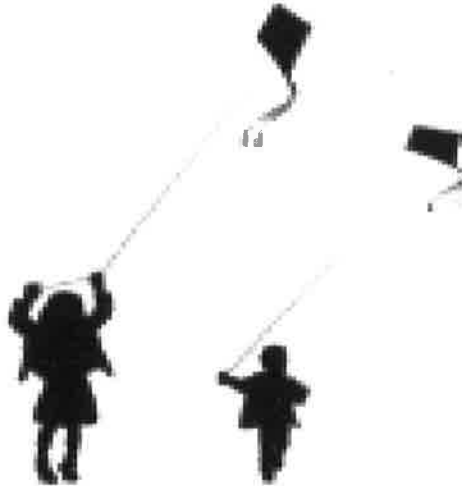


TOWN CLERK/FRONT OFFICE REPORT
MARCH 2017
FEBRUARY UPDATE



TOWN CLERK/FRONT OFFICE FEBRUARY 2017 UPDATE

Meetings

Ms. McAuley attended weekly meetings of the Town Management Team, led by the Town Administrator.

Ms. Griffin attended MML Convention Booth meetings in preparation for this early summer training, informational and networking event.

Ms. McAuley and Ms. Griffin attended Black History Month Planning Committee meetings.

Ms. McAuley attended the Staff's Community Roundtable with the rest of the Management Team.

Ms. McAuley attending the Opening Session of a Closed Meeting under the Maryland law applicable to closing the meeting from a public audience.

Ms. McAuley attended weekly meetings with the Aman Memorial Trust members and U. of Maryland staff to prepare a grant application.

Ms. McAuley attended a training meeting with out staff on the new website and its capabilities.

Ms. Griffin attended planning meetings for Port Towns' Day

Ms. McAuley attended the evening Stategic Plan meeting to finalize the Town's manifesto. Ms. Griffin arranged for the refreshments (light dinner) for all participants, including those in the audience.

Black History Month Celebration

Once again, we have proved that changing/tweeking the theme, venue and active participation is the key to a successful, educational and entertaining event. We focused on the Harlem Renaissance era and allowed guest to "Paint Your Story"

following the lead of our Marketing Director (and in-house artist) Ms. Chi-Chi Dureke.

A light supper of finger food was served in order to accommodate the art supplies on the borrowed round tables (these too were a success) and the art “lesson” was followed by Karaoke on the Town’s own new “music Machine”.

Ms. Griffin sent Thank You notes to those who supported this event.

Supervisors of Elections

As Town Clerk, Ms. McAuley received 8 applications for these positions. Five of the applicants are from Ward I and three are from Ward II. Supervisors will be appointed at the March Council Meeting and will take affect the first Monday in April. (list attached.)

Bostwick

The Aman Trust, in partnership with the Town and University of Maryland Preservation Program, submitted a grant application to Prince George’s Historic Preservation Commission asking \$50,000 for Phase One of the Restoration of the South Buttress. The Commission has recommended an award of \$47,600 and we are awaiting final approval by Maryland National Park and Planning Commission.

This same team has just submitted a grant to the Maryland Heritage Areas Authority for \$85,000 for Phase II of the Buttress Restoration and restoration of the front and kitchen porches. This work is important to the use of Bostwick for tourism, educational programs and passive enjoyment and these projects are essential to the safety of visitors.

This application has support letters (among others) of all our State Delegation.

Community Development Block Grants

We are in the process of winding things down and applying for final reimbursements for PY 39R, Improvements to the Park adjacent to Town Hall.

We are preparing bid documents for PY 42, Street Improvements for 53rd Place between Tilden Road and Sheppard Street.

Important: the Washington Post reported that the Trump Administration is recommending, in the Housing and Urban Development budget, that COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS BE ELIMINATED.

Notice of Meetings of Mayor and Council

Ms. McAuley and the Town Administrator have had a number of conversations concerning the importance of posting meetings in compliance with State. In that regard ALL meetings that have even the potential of a quorum of the Mayor and Council (three or more members) will be posted in the Town Hall exterior message box. This does not include community events such as the Yule Log or a social event where no Town decisions are made and there is no discussion concerning a future potential action of the Council.

Posting locations are attached at the end of this report.

Town of Bladensburg
Policy to Post
Town Meetings

To ensure consistency in notifying the public of Town meetings where Town business and policy will be discussed or the potential a quorum may be present, the following policy will be followed to provide transparency and accountability of all public meetings.

1. All public meetings will be posted on the outside bulletin board located outside the Administrative Offices.
2. Posted on the Town's cable channel.
3. Posted in the Town's News Blast Updates.
4. Posted on the Town's website (once the new website is up and running).

Meetings will be posted in advance of all meetings to adequately notify the public of upcoming meetings.

**SUPERVISORS OF ELECTIONS' APPOINTMENTS
MARCH 2017 COUNCIL MEETING**

Ward I

Owen M. Clark, 5902 Varnum St.

Rita Herndon, 5204 Newton St.

Susan McCutchen, 5404 Spring Rd.

Judy Sojourner, 5208 Upshur St.

Joyce Williams, 5300 Upshur St.

Ward II

Janet O'Neill, 5999 Emerson St.

Myrtle Lane, 5999 Emerson St.

Pat Williams, 4217 58th Ave.